



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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ASSISTANT PROGRAM COORDINATOR(LEARNER COORDINATOR)

Job ID	63774-9791	
Web Address	https://careers.indigenous.link/viewjob?jobname=63774-9791	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-07-11	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Assistant Program Coordinator (Learner Coordinator)(JD 1019)Unit / Project Description: The Indigenous Health Learning Lodge (IHLL) at McMaster University is currently welcoming applications for a full-time Assistant Program Coordinator (Learner Coordinator) to join our team and support as a service coordinator professional. This position supports IHLL and the Faculty of Health Sciences (FHS) in creating a learning environment that is culturally safe and enables sustainable systems change in all aspects of Indigenous health and well-being. Development started after 2015's Truth and Reconciliation Commission of Canada's Report on Indigenous health inequity commenced. Full operations began in April 2017 at McMaster University, alongside the Indigenous Health Initiative (IHI) being established. The IHLL Learner Coordinator (LC) plays a vital role in the daily delivery of IHLL learner services and programming for Indigenous learners in the Faculty of Health Sciences. The LC provides day-to-day support for student activities and acts as first point of contact for FHS Indigenous students. The role supports career and academic advising and assistance with scholarships, bursaries, and awards. They are also responsible for the successful delivery of the Indigenous Mentorship program and the Indigenous Alumni Circle. The incumbent will play a key role in the planning, coordination and delivery of key programming including the Graduate & Professional Program, Developing Leaders, Medical School Entrance Interview Workshop and Come Explore Health Careers recruitment. They will collaborate with the IHLL team to support and facilitate a variety of events and meetings, and will prepare specialized learner requests, program materials, and produce professional reports primarily within curriculum planning and delivery. Reporting to the Administrative Lead, Indigenous Health Learning Lodge, the LC ensures the efficient organization, delivery, and awareness of the IHLL learner services program across all the campuses at McMaster University including Niagara and Waterloo Regional Campus's. The LC participates on internal and external committees as appointed by the Administrative Lead. They will maintain IHLL records, databases, files and data entry of MOSAIC travel and expense, vouchers, and general payables. The Learner Coordinator serves as a connector between IHLL, FHS programs and the McMaster community.

Job Summary:Responsible for providing day-to-date support to a department's programs, services and student activities, which includes the logistical coordination of programs, services and events with established deadlines and models of delivery as well as the implementation of student development programs. Utilize a diverse range of learning strategies to promote engagement, resilience and skills development of students. Create a culture of collaboration and partnership in ensuring student success by cultivating and maintaining relationships with faculty, staff, student groups and the greater community.

Purpose and Key Functions:

- Maintain a large mentor leadership program by coordinating a central recruitment, application, selection, training, communication and program design strategy.
- Act as the main contact for mentorship program.
- Assist in the delivery of the program that addresses the situational and developmental needs, priorities, activities, and stakeholder involvement for the program's student population, by communicating with students and supporting the planning of conferences and other community engagement activities.
- Facilitate workshops and presentations in response to staff, faculty, and student requests.
- Update and maintain workshop and presentation resources and materials.
- Gather, update, verify, and run reports from database for program reviews, maintenance of education and development programs and services, marketing and promotions.

- Provide updates on programs, services and development opportunities.
- Assist with the distribution of evaluation materials such as surveys and rubrics used to measure program outcomes and effectiveness.
- Assist with the creation and distribution of needs assessment materials used to measure emerging student needs.
- Regularly update and maintain appropriate information on the departmental website and social media channels.
- Cultivate and maintain partnerships with campus stakeholders and the greater community, as part of a shared approach to fostering student success.
- Develop strategies to recruit individuals into postsecondary education and provide input in developing, revising and implementing long-term and short-term targeted recruitment, retention and success strategies.
- Provide information to students regarding registration, course selection, timetables, orientation, housing and available community services.
- Establish strategic links within the community and academic organizations as it relates to the program's recruitment and liaison strategies and student activities.
- Write a variety of documents such as correspondence and reports.
- Calculate budget projections for recruitment and retention activities.
- Develop and maintain a variety of spreadsheets and databases.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies. Assemble, copy, collate, and disseminate a variety of documents and materials.

Supervision:

- No formal supervision of others is required. Occasionally provides orientation and shows procedures to others.

Requirements:

- Bachelor's degree in a relevant field of study. Requires 3 years of relevant experience.

Assets:

- Previous knowledge or education around Indigenous Studies is an asset. Previous experience working with Indigenous communities is an asset.

Additional Information: Position requirements:

- Understanding of the policies and procedures of the University and knowledge of Indigenous Health Learning Lodge
 - Experience assisting with the training and work of others, identifying and analyzing problems, calculating estimated budgets, investigating questions and resolving problems; proposing improvements to processes and materials, monitoring workload, workflow and completion
 - Experience writing a variety of documents (i.e. reports, guides, training materials, correspondence, etc.)
 - Advance knowledge of Office 365 tools, Google Suite tools, Adobe In Design, Visio etc.
 - Experience collecting, verifying, and inputting data into a variety of spreadsheets and databases
 - Experience handling a diverse workload in a very busy environment, effectively balancing shifting and competing priorities and demands
 - Proven experience conducting and implementing workshops in-person and remotely
 - Proven experience meeting multiple and simultaneous deadlines and demonstrated ability to perform equally well individually and as part of a team
 - Empathetic and eager attitude; sensitivity to learners, staff and faculty needs
 - Advanced organizational skills, superior interpersonal and communication (oral and written) skills, and sound judgement
- Access to reliable home internet service to facilitate our current work from home environment and possible hybrid work model in future

This position may require you to travel and to work outside of your regular work schedule including evenings and weekends to meet operational demands. We thank all who apply; however, only those selected for an interview will be contacted.

For more information, visit McMaster University for ASSISTANT PROGRAM COORDINATOR(LEARNER COORDINATOR)